

BANNER REQUEST



**City of Flagstaff
Recreation Services
211 W. Aspen Ave.
Flagstaff, AZ 86001**

**Phone: (928) 213-2300
Fax: (928) 556-1226
www.flagstaff.az.gov**

OFFICE USE ONLY

Date
Rec'd.

Initial

Rsvn.
Number

Name of Applicant: _____ Name of Organization: _____

Name of Event/Series/Season: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ FAX Phone: _____ Home Phone: _____

Email address: _____

As an authorized representative of the above-named organization, I request light pole display of banners in the Historic Downtown Flagstaff area. I understand that space is limited, therefore, my second or third choice for display may be utilized. I understand that the City of Flagstaff Recreation Services is not responsible for damaged or stolen banners.

Signature of Authorized Representative

Date of Signed Request

Quantity of Banners: _____

Dates of Display:

1st choice From: _____ To: _____

2nd choice From: _____ To: _____

3rd choice From: _____ To: _____

Location Choices:

Route 66, Aspen Ave., Birch Ave., Cherry Ave., Humphreys St., Beaver St., Leroux St., San Francisco St., Agassiz St., and Verde St.

Please indicate the preferred banner locations on the attached site map along with a list of their locations below. Please provide an additional 25%-50% banner locations than needed. For example, if you have 12 banners please provide at least 3-6 additional locations.

Banner Locations: _____

Alternative Banner Locations: _____

Banners must be submitted to the Recreation office 3 weeks (15 business days) prior to date of display (1702 N Fourth Street). Due to weather and other factors, dates of display may be affected. Please allow for a window of five business days prior to or after display start date.

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Number of Banners installed: _____ Amount Paid: \$ _____

_____ @ \$ _____ x _____ months = Receipt No.: _____

\$ _____

\$ _____ Total Amount Due

Date: _____